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# Example of Tech Spec Job Description

Our innovative and growing company is hiring for a tech spec. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for tech spec

* Bone marrow tech assistance program/duties include proficient smear prep, specimen prep, assistance to clinician and required paperwork and LIS order entry
* Participates in Quality Improvement/Quality Assurance programs
* Records variances of standard policies and procedures in Patient Safety Net accurately and where required
* Responsible for receiving patients at the Alliance Laboratory for blood draw appointments and scheduling walk-in appointments
* Maintain current knowledge of AJE compliance and operations issues, state job bank procedures
* Working knowledge of typical chromatography and filtration unit operations and functional purpose, cause and effect, in-process tests, and mass balance principles
* To author and review process transfer documentation, gap assessments, technical protocols and reports, including process validation documentation & strategy documents
* To identify requirements for laboratory studies to support process fit, decisions or process transfer, and to liaise closely with Global Process Development to input to the design/execution of studies
* To support the introduction of new raw materials and consumables through the generation of materials lists, Bills of Materials, material specifications and outline testing requirements
* To work closely with colleagues in Quality, Supply Chain and Manufacturing Operations to ensure availability and release of materials to meet technology transfer and routine manufacturing timelines

## Qualifications for tech spec

* Some demonstration of marketing, customer, or program skills is ideal – more creative side, and not afraid of developing programs from scratch – creating new concepts, programs, developing ideas
* Cross functional experience – across teams, disciplines, geographies
* Some experience with Healthcare industry desired
* Ability to understand and meet the expectations and requirements of internal and external customer
* Experience with voice switches and edge routers with regards to troubleshooting, specifically, Lucent 5eSS, Nortel DMS, Genband G9, Cisco and Juniper edge and Adtran customer premise equipment (CPE) routers
* Use of standard office equipment such as computer, telephone, fax, and mobile devices